

2.0 SCOPE OF SERVICES

2.1 Introduction

Miami-Dade County, hereinafter referred to as the “County,” as represented by the Miami-Dade County Transit Department, herein after referred to as “MDT” is soliciting proposals for interested and capable parties to provide a web based turnkey Disadvantage Business Enterprise (DBE) Tracking System capable of meeting the requirements of the Federal Transit Administration (FTA) 49 Code of Federal Regulations (CFR) Part 26.

The DBE regulations require adherence to prompt payment, maintenance of a bidder's list, a means to gather data to support the submission of annual goals, as well as the retention of diversity and financial information. MDT requires a software system that accurately identifies the subcontractors' participation ratio on specific projects, monitors non-DBE and DBE commitments, monitors actual payments to DBE and non-DBE firms, and monitors the prompt payment requirements. Additionally, MDT is under a continuing obligation to accurately report DBE participation and money expended with DBE firms, as well as to maintain the data used to formulate overall goals.

The Selected Proposer shall provide a web-based DBE Tracking System that is capable of automating and streamlining the reporting requirements of MDT, specifically those required by 49 CFR Part 26.

2.2 Background

Government transportation agencies must remain compliant with federal regulations as outlined in 49CFR Part 26. The DBE regulations require adherence to prompt payment, maintenance of a bidder's list, a mean to gather data to support the submission of annual goals, as well as the retention of diversity and financial information. Recently, the FTA conducted a compliance review of the DBE processes currently being utilized by MDT. To ensure ongoing compliance, recommendations were made, among which were the need to devise a means to accurately identify the subcontractors participation ratio on a specific project, monitor non-DBE and DBE commitments, monitor actual payments to DBE and non-DBE firms, and monitor the prompt payment requirements. In order to take action to comply with these recommendations, MDT is in need of a software application that is capable of tracking and maintaining records of agencies and contractors compliance with Federal and State requirements.

Currently, MDT complies with these requirements through manual means and processes. The contractors and subcontractors submit their reports via paper forms, and compliance tabulation and tallies are performed manually by MDT staff. In addition, contractors are required to manually submit payroll reports weekly in order to maintain compliance with the Davis-Bacon Act. The weekly compliance review of the submitted reports is a tedious, labor-intensive process due to the sheer volume and complexity of the submittals. In order to ensure ongoing compliance, MDT has to devise a means to accurately identify the subcontractors participation ratio on a specific project, monitor non-DBE and DBE commitments, monitor actual payments to DBE and non-DBE firms , and monitor the prompt payment requirements.

2.3 Description of Tasks/Services To Be Performed

MDT is in need of a DBE Tracking System that is capable of tracking and maintaining records for both the County and participating contractors in order to comply with Federal and State requirements. The successful System should provide a functional means to accurately identify the subcontractor participation ratio on a specific project, monitor non-DBE and DBE commitments, monitor actual payments to DBE and non-DBE firms, and monitor the prompt payment requirements. Additionally, the System should provide a means to ensure that MDT, contractors and subcontractors comply with the Federal requirements. The System should have the capabilities to automatically generate reports on DBE compliance, work force utilization including minority utilization by geographical areas or by projects. The System should accurately report DBE participation, money expended with DBE firms, and maintain the data used to formulate overall goals

The proposed DBE Tracking System should be designed to streamline and automate MDT reporting requirements. The System shall be accessible to all firms doing business with MDT and shall include the following key features:

2.3.1 Contract Management and Compliance:

- Provide the Office of Civil Rights and Labor Relations within MDT with the ability to track and maintain compliance with the United States Department of Transportation regulations, and specifically 49 CFR Part 26.
- Monitor DBE participation on construction, service, supply and professional services contracts by having the primes and subcontractors submit monthly and/or quarterly utilization reports online.
- Capable of verifying payment date from prime and to subcontractors based on the County regulations.

2.3.2 Labor Compliance and Prevailing Wage:

- Provide automated communication with contractors via email regarding compliance issues.
- Allow contractors to submit utilization reports online with automated tracking of contract goals and participation.
- Allow MDT to monitor wage requirements as promulgated under the Davis-Bacon Act.
- Allow contractors to submit and certify prevailing wage reports online, as well as track workforce utilization. MDT must be able to monitor, accept and/or reject the submittals with a configurable workflow process.

2.3.3 Vendor Management:

- Provide an online directory of certified DBEs with keyword search capabilities which will include at a minimum all information contained within Florida Department of Transportation Equal Opportunity Office BizNet Database.
- Allow MDT to track contractor certification applications from submission to completion.

2.4 System Functionality and Services To Be Provided

Proposers shall indicate their capability to fulfill each item listed in the table below. Detailed requirements are presented in questionnaire format to facilitate direct responses and establish accountability regarding delivery of services. In order to respond to each requirement, Proposers shall enter a response code in the space provided that best corresponds to their capability of fulfilling that requirement. For each item in which a “Y” code is included, Proposers should provide a detailed description of how the requirement will be met in the “Response Description” field.

The acceptable response codes are as follows:

“Y” - “Yes” - Indicates that the requested functionality is currently available in the proposed System. Proposers should provide a detailed description of how the requirement will be met in the “Response Description” field.

“N” – No” - Indicates that the requested functionality is not available in the proposed System.

“P” - “Partial”- Indicates that the requested functionality is partially available in the proposed System. In the Proposal response, please provide a proposed start date, completion date, and any additional costs associated with the development of the request. Cross-reference any attached documentation in the response.

“F”- “Future”- Indicates that the requested functionality will be released with next major update to software as part of the bundled package.

“C” - “Custom” - Indicates that the requested functionality can be accommodated through a software customization. In the Proposal response, please provide a proposed start date, completion date, and any additional costs associated with the development of the request. Cross-reference any attached documentation in the response.

Proposer shall provide an answer to all of the questions below to allow the County to properly evaluate their proposal. The table below is to be included with your Proposal Submission Package as further outlined in the Section 3 “Response Requirements”.

Req. No.	Requirement Description	Response (Y, N, P, F, C)	Response Description
Functional and Technical:			
1	Proposed System includes a hosted database setup and configuration.		
2	Proposed System includes customizable reports to be generated when needed with filtering capabilities that may be exported.		
3	Proposed System includes		

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	automated data exporting including but not limited to PDF, Excel, and Word format.		
4	Proposed System includes customizable notifications.		
5	Proposed System includes a customizable web portal.		
6	Proposed System includes the ability to create and use templates.		
7	Proposed System includes the ability to access information from the Department of Labor Wage and Hour Division to obtain the current prevailing wage per hour to validate data provided by contractor. If validation fails, the system is capable of denying the contractor entry.		
8	Proposed System includes the ability to access information from the Miami-Dade County Department of Small Business Development to obtain the current responsible wage per hour to validate data provided by contractor. If validation fails, the system is capable of denying the contractor entry.		
9	Proposed System is capable of interfacing with the Florida Department of Transportation Equal Opportunity Office BizNet Database of existing certified DBE firms and making updates at 30 day intervals.		
10	Proposed System includes functionality that allows violations to be reviewed and reports generated based on violation data.		
11	Proposed System includes a component with fields for all areas addressed on Department of Labor		

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	Form No. WH347 as seen in Attachment 1.		
12	Proposed System includes a component with fields for all areas addressed on Miami-Dade County Subcontractors Monthly Progress Report as seen in Attachment 2.		
13	Proposed System includes a component with fields for all areas addressed on Federal Transit Administration (FTA) County Uniform Report of DBE Commitments/Awards and Payments as seen in Attachment 3.		
14	Proposed System will track and report System access by all users to be accessed Transit administrators.		
15	Proposed System includes functionality to track payments made from the County to the prime contractor and from the prime contractor to the subcontractor and provide reports based on the payments made.		
16	Proposed System includes the ability to track prompt payments in accordance with the Sherman S. Winn Ordinance and generate reports based on this information.		
17	Proposed System allows multiple users to simultaneously access the System. This should include both administrative users from MDT and public access users such as contractors and subcontractors.		
18	Proposed System can export MDT's secure data to Oracle 11g or Microsoft SQL Server 2008.		
19	Proposed System includes a		

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	browser-based access portal compatible with Internet Explorer 7.0 or later, Firefox 3.6 or later, and Google Chrome 4.1.249.1045 or later.		
20	Proposed System allows access to MDT's data for export 24 hours per day, 7 days per week.		
21	Maintenance to the Proposed System which would result in the System being unavailable will not be completed during MDT's regular business hours, Monday through Friday, 8:00am to 5:00pm EST.		
22	Proposed System includes a backup connection to the primary site or a real time mirror site in order to ensure ongoing System access to MDT's data.		
23	Proposed System includes database files of MDT's data available for download on a daily basis.		
24	Please provide a description of any additional system functionality or reporting that may be beneficial to MDT operations.		
25	<p>Proposed System complies with industry standards and best practices for minimum password complexity as follows: All standard user passwords must have a minimum of 8 characters.</p> <p>Passwords must comprise at least three of the following:</p> <ul style="list-style-type: none"> • An upper case character, • A lower case character, • One numeral (0-9), and • A special character (examples include: !, #, %, , ;) 		

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	<p>Users do not have the ability to construct passwords that are identical or substantially similar to the last eight (8) passwords they have previously employed.</p> <p>Proposed system enforces password changes once every 90 days.</p> <p>Proposed system enforces a minimum age for passwords of 3 days.</p>		
Implementation:			
26	Selected Proposer is capable of providing complete installation, set-up, configuration, and customization of the Proposed System.		
27	Selected Proposer is capable of appointing a project manager who serves as the principal point of contact to coordinate all installation and training activities.		
Training:			
28	Selected Proposer can provide unlimited access online web resources and user manuals.		
29	Selected Proposer can provide on-site training for MDT staff including but not limited to developing, reporting, configuring, and administering the Proposed System.		
Maintenance and Support Services:			
30	Selected Proposer can provide unlimited email support Monday through Friday 8:00AM – 5:00PM (Eastern Standard Time).		
31	Selected Proposer can provide unlimited telephone support Monday		

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	through Friday 8:00AM – 5:00PM (Eastern Standard Time).		
32	Selected Proposer will oversee the Proposed System and complete maintenance, including additional updates, upgrades, configuration and customization.		